Appendix B: Index

A
A Look at the VDL, 2-3
Accepting
An Administered IV Order, 6-10
An Administered Unit Dose Order, 6-9
Adding Comments to a Patient's Medication Record
IV Medications, 5-31
IVP/IVPB Medications, 4-42
Unit Dose Medications, 3-43
Administering a
Medication Early, 3-3
Medication Late, 3-38
Multiple Dose Order, 3-27
Order with Multiple Admin Times, 3-28
Order with Special Instructions, 3-29
PRN Order, 3-33
Administering Active IV Medications
Adding Comments to a Patient's Medication Record, 5-31
Administering an Order with Special Instructions, 5-27
Changing the Status of an IV Bag, 5-19
Changing the Status of a Ward Stock Item, 5-24
Closing a Patient Record, 5-40
Marking an IV Bag as Held or Refused, 5-28
Opening a Patient Record, 5-37
Scanning and Verifying Medication Information for IV Bags, 5-12
Scanning and Verifying Medication Information for Ward Stock Items, 5-21
Schedule Types That You Can Administer, 5-3
Submitting a Missing Dose Request, 5-34
Working with Patient Records, 5-37
Administering Active IVP/IVPB Medications
Adding Comments to a Patient's Medication Record, 4-42
Administering a Medication Early, 4-36
Administering a Medication Late, 4-37
Administering a PRN Order, 4-32
Administering an Order with Multiple Admin Times, 4-28
Administering an Order with Special Instructions, 4-29
Changing the Status of an IVP or IVPB Medication, 4-40
Closing a Patient Record, 4-55
Looking up a Drug IEN Code or Unique Identifier Number, 4-45
Recording the Effectiveness of a PRN Medication, 4-34
Marking Multiple Medications on the VDL, 4-38
Opening a Patient Record, 4-52
Scanning and Verifying Patient Information, 4-10
Scanning and Verifying Medication Information, 4-17
Schedule Types That You Can Administer, 4-3
Specifying the Injection Site for the Medication, 4-31
Specifying the Medication Quantity and Units Given, 4-30
Submitting a Missing Dose Request, 4-49
Working with Patient Records, 4-52

A (cont.) Administering Active Medications IV Bags with Unique ID Number, 5-11, 5-27 IVP/IVPB, 4-10 Unit Dose, 3-9 Ward Stock Items, 5-21 Administering Active Unit Dose Medications Adding Comments to a Patient's Medication Record, 3-43 Administering a Medication Early, 3-37 Administering a Medication Late, 3-38 Administering a Multiple Dose Order, 3-27 Administering a PRN Order, 3-33 Administering an Order with Multiple Admin Times, 3-28 Administering an Order with Special Instructions, 3-29 Changing the Status of a Unit Dose Medication, 3-41 Closing a Patient Record, 3-54 Looking up a Drug IEN Code, 3-46 Marking a Patch as Removed, 3-32 Marking Multiple Medications on the VDL, 3-39 Opening a Patient Record, 3-51 Recording the Effectiveness of a PRN Medication, 3-35 Scanning and Verifying Medication Information, 3-21 Scanning and Verifying Patient Information, 3-14 Schedule Types That You Can Administer, 3-3 Signing on to BCMA V. 2.0, 3-9 Specifying the Injection Site for the Medication, 3-31 Specifying the Medication Quantity and Units Given, 3-30 Submitting a Missing Dose Request, 3-48 Working with Patient Records, 3-51 Administration Times Report, Viewing and Printing, 7-28 Allergies/ADR Bar, Benefits of, 1-6 Allergy and ADR Information, Viewing and Printing, В **Background Information About BCMA** Built on Workgroup's Findings, 1-18 Creates a Secure Network Infrastructure, 1-18 Patient Safety Comes First . . ., 1-19 Provides Immediate Access to Information, 1-18 Before Using BCMA V. 2.0, 1-3 BCMA Idle Timeout, 1-8 BCMA V. 2.0 Background Information About, 1-18 Before Using, 1-3 Benefits of, 1-4 Built on Workgroup's Findings, 1-18 Commitment to Putting Veterans First, 1-14 Creates a Secure Network Infrastructure, 1-18 Features Unique to BCMA, 1-15

B (cont.) BCMA V. 2.0 (cont.) Improved Communication Among Medical Center Staff, 1-14 Improved Patient Safety and Patient Care, 1-14 Patient Safety Comes First . . ., 1-19 Provides a System of "Checks and Balances", 1-16 Provides Immediate Access to Information, 1-18 Reduces Medication Administration Errors, 1-16 Signing on to BCMA V. 2.0, 3-9 Take a Quick Tour of, 2-3 Target Audience, 1-3 Benefits of BCMA V. 2.0 Allergies/ADR Bar, 1-6 Augments Nurse's Clinical Judgment, 1-17 BCMA Idle Timeout, 1-8 Commitment to Putting Veterans First, 1-14 CPRS Med Order Button, 1-6 Improved Communication Among Medical Center Staff, 1-14 Improved Patient Safety and Patient Care, 1-14 IV and IVP Functionality, 1-4 IV and IVP/IVPB Tracking System, 1-4 Marking Multiple Medications, 1-7 Marking Patches, 1-5 Medication Tabs, 1-4 Missing Dose Requests, 1-7 On-Hold Orders, 1-8 "Not Given" Status, 1-7 Provides a System of "Checks and Balances", 1-16 Reduces Medication Administration Errors, 1-16 Report Printing, 1-7 View Menu and Related Shortcut Keys, 1-8 Viewing Future Orders, 1-8 Benefits of This Manual, 1-9 C Changing the Status of a Unit Dose Medication, 3-41 Closing a Patient Record IV Medications, 5-40 IVP/IVPB Medications, 4-55 Unit Dose Medications, 3-54 Columns on the VDL Defined, 2-10 Resizing, 2-14 Sorting Contents of, 2-13 Comments, Adding to a Patient's Medication Record IV Medications, 5-31 IVP/IVPB Medications, 4-42 Unit Dose Medications, 3-43 Commitment to Putting Veterans First, 1-14

C (cont.) Conventions Used Throughout This Manual, 1-11 **CPRS Med Order Button** Accepting an Administered IV Order, 6-10 Accepting an Administered Unit Dose Order, 6-9 Benefits of, 1-6, 6-1 Enabling the CPRS Med Order Button Functionality, 6-4 How the CPRS Med Order Button Works, 6-3 Ordering and Documenting STAT or NOW Orders, 6-6 Processes Completed By Each Application, 6-13 Providing a Link to CPRS, 6-3 Reviewing and Signing STAT or NOW Orders, 6-11 Scanning and Verifying Medication Information for IV Bags, 5-12 Verifying the Documentation Process, 6-3 Workflow Chart for CPRS Med Order Button, 6-5 D Demographics Data, Viewing and Printing, 7-4 Drug IEN Code, Looking up, 3-46 Due List Report, Viewing and Printing, 7-11 Ε Enabling the CPRS Med Order Button Functionality, 6-4 Errors, Reducing for Medication Administration, 1-16 F Features Of the VDL, 2-5 Unique to BCMA V. 2.0, 1-15 FlowChart, Workflow CPRS Med Order Button, 6-5 IV Medications, 5-10 IVP/IVPB Medications, 4-9 Unit Dose Medications, 3-8 Frequently Asked Questions (FAQs), A-1 G Get Acquainted with the VDL, Accessing BCMA Features and Options, 2-8 Menu Bar, 2-8 Tool Bar, 2-8 Mouse/Stylus, 2-8 Keyboard, 2-9

```
Н
How BCMA Validates
   IVP/IVPB Medications, 4-8
   IV Bags with Unique Identifier Number, 5-11
   Unit Dose Medications, 3-7
   Ward Stock Items, 5-21
How the CPRS Med order Button Works, 6-3
How This Manual is Organized, 1-9
Improved Communication Among Medical Center Staff, 1-14
Improved Patient Safety and Patient Care, 1-14
Injection Site, Specifying
   Unit Dose Medications, 3-31
   IVP/IVPB Medications, 4-31
IRM-Related FAQs, A-17
IV Bags
   Adding Comments to a Patient's Medication Record, 5-31
   Administering an Order with Special Instructions, 5-27
   Administering with Unique Identifier Number, 5-11
   Changing the Status of, 5-19
   How BCMA Validates, 5-11
   Marking as Held or Refused, 5-28
   Scanning and Verifying Medication Information, 5-12
   Submitting a Missing Dose Request, 5-34
IV Medications
   Adding Comments to a Patient's Medication Record, 5-31
   Administering an Order with Special Instructions, 5-27
   Changing the Status of an IV Bag, 5-19
   Changing the Status of a Ward Stock Item, 5-24
   Closing a Patient Record, 5-40
   Marking an IV Bag as Held or Refused, 5-28
   Opening a Patient Record, 5-37
   Scanning and Verifying Medication Information for IV Bags, 5-12
   Scanning and Verifying Medication Information for Ward Stock Items, 5-21
   Schedule Types That You Can Administer, 5-3
   Submitting a Missing Dose Request, 5-34
   Working with Patient Records, 5-37
IVP/IVPB Medications
   Adding Comments to a Patient's Medication Record, 4-42
   Administering a Medication Early, 4-36
   Administering a Medication Late, 4-37
   Administering a PRN Order, 4-32
   Administering an Order with Multiple Admin Times, 4-28
   Administering an Order with Special Instructions, 4-29
   Changing the Status of an IVP or IVPB Medication, 4-40
   Closing a Patient Record, 4-55
   Functionality, Benefits of, 1-4
```

I (cont.) IVP/IVPB Medications (cont.) Looking up a Drug IEN Code or Unique Identifier Number, 4-45 Recording the Effectiveness of a PRN Medication, 4-34 Marking Multiple Medications on the VDL, 4-38 Opening a Patient Record, 4-52 Scanning and Verifying Patient Information, 4-10 Scanning and Verifying Medication Information, 4-17 Schedule Types That You Can Administer, 4-3 Specifying the Injection Site for the Medication, 4-31 Specifying the Medication Quantity and Units Given, 4-30 Submitting a Missing Dose Request, 4-49 Tracking System, Benefits of, 1-4 Working with Patient Records, 4-52 Linking to CPRS, 6-3 Looking up a Drug IEN Code IV Medications, 4-45 Unit Dose Medications, 3-46 M MAH Report, Viewing and Printing, 7-19 Marking a Patch As Removed, 3-32 Benefits of. 1-5 Marking Multiple Medications Benefits of, 1-7 Procedure, 3-39 Med Pass, FlowChart for CPRS Med Order Button, 6-5 IV Medications, 5-10 IVP/IVPB Medications, 4-9 Unit Dose Medications, 3-8 Medication Administered Early, 3-37 Late, 3-38 Medication History Report, Viewing and Printing, 7-31 **Medication Information** Scanning and Verifying IV Bags with Unique Identifier Number, 5-12 Scanning and Verifying IVP/IVPB Medications, 4-21 Scanning and Verifying Unit Dose Medications, 3-21 Scanning and Verifying Ward Stock Item with an IEN, 5-21 Medication Log Report, Viewing and Printing, 7-16 Medication Quantity and Units Given, Specifying IVP/IVPB Medications, 4-30 Unit Dose Medications, 3-30

M (cont.) Medication Record, Adding Comments to IV Medications, 5-31 IVP/IVPB Medications, 4-42 Unit Dose Medications, 3-43 Medication Tabs, Benefits of, 1-4 Menu Bar, 2-8 Missed Medications Report, Viewing and Printing, 7-22 Missing Dose Requests Benefits of, 1-7 Submitting, 3-48 Multiple Dose Order, Administering, 3-27 Multiple Medications, Marking, 1-7 N "Not Given" Status, Benefits of, 1-7 Nursing-Related FAQs, A-9 0 On-Hold Orders, Benefits of, 1-8 Opening a Patient Record IV Medications, 5-37 IVP/IVPB Medications, 4-52 Unit Dose Medications, 3-51 Orders From Inpatient Medications, Viewing and Printing, 7-8 With Multiple Admin Times, 3-28 With Special Instructions, 3-29 Ordering and Documenting STAT or NOW Orders, 6-6 Organization of This User Manual, 1-9 Other Sources of Information, 1-13 Patch, Marking as Removed, 3-32 **Patient Information** Scanning and Verifying for IVP/IVPB Medications, 4-10 Scanning and Verifying for Unit Dose Medications, 3-14 Patient Record Closing, 3-54, 4-55, 5-40 Opening, 3-51, 4-52, 5-37 Patient Transfer Notification 3-18, 4-14 Pharmacy-Related FAQs, A-3-A8 Preparing to Administer IV Medications Information Stored by BCMA, 5-7 IV Bag Chronology Display Area on the VDL, 5-6 Medications Available for Scanning, 5-5 Medication Orders That Display on the VDL, 5-4 Schedule Types That You Can Administer, 5-3 Start and Stop Times for IV Medications, 5-3

P (cont.)

Preparing to Administer IV Medications (cont.)
Understanding the Status of Medication Order, 5-7

Viewing a Patient's Active IV Medications, 5-8

Preparing to Administer Active IVP/IVPB Medications

Changing Schedule Types on the VDL, 4-16

Changing the Virtual Due List Parameters, 4-15

Information Stored by BCMA, 4-7

Medications Available for Scanning, 4-5

Marking the Order Status/Last Action Column, 4-6

Medication Orders That Display on the VDL, 4-4

Schedule Types That You Can Administer, 4-3

Understanding the Status of a Medication Order, 4-7

Viewing a Patient's Active IVP/IVPB Medications, 4-14

Preparing to Administer Active Unit Dose Medications,

Changing Schedule Types on the VDL, 3-20

Changing the Virtual Due List Parameters, 3-19

Schedule Types That You Can Administer, 3-3

Information Stored by BCMA, 3-6

Marking the Order Status/Last Action Column, 3-5

Medications Available for Scanning, 3-4

Medication Orders That Display on the VDL, 3-4

Schedule Types That You Can Administer, 3-3

Understanding the Status of a Medication Order, 3-5

Viewing a Patient's Active Unit Dose Medications, 3-18

PRN Effectiveness List Report, Viewing and Printing, 7-25

PRN Medication, Recording the Effectiveness of, 3-35

PRN Order, Administering, 3-33

Providing a Link to CPRS, 6-3

R

Recording the Effectiveness of a PRN Medication, 3-35

Refreshing the VDL, 2-15

Reports, Viewing and Printing

Administration Times Report, 7-28

Allergy and ADR Information, 7-6

Benefits of, 1-7

Demographics Data, 7-4

Due List Report, 7-11

MAH Report, 7-19

Medication History Report, 7-31

Medication Log Report, 7-16

Missed Medications Report, 7-22

Order from Inpatient Medications, 7-8

PRN Effectiveness List Report, 7-25

Resizing the Columns on the VDL, 2-14

Reviewing and Signing STAT or NOW Orders, 6-11

S Scanning and Verifying Medication Information IV Bag with Unique Identifier Number, 5-12 IVP/IVPB Medications, 4-21 Unit Dose Medications, 3-21 Ward Stock Item with an IEN, 5-21 Scanning and Verifying Patient Information IVP/IVPB Medications, 4-10 Unit Dose Medications, 3-14 Schedule Types That You Can Administer IV Medications, 5-3 IVP/IVPB Medications, 4-3 Unit Dose Medications, 3-3 Shortcut Keys, 1-8 Signing on to BCMA V. 2.0, 3-9 Sorting the Contents of a Column, 2-13 Specifying the Injection Site IVP/IVPB Medications, 4-31 Unit Dose Medications, 3-31 Specifying the Medication Quantity and Units Given IVP/IVPB Medications, 4-30 Unit Dose Medications, 3-30 Submitting a Missing Dose Request, 3-48 System of "Checks and Balances", 1-16 Target Audience for BCMA V. 2.0, 1-3 Take a Quick Tour of BCMA V. 2.0, 2-3 The VDL: In a Nutshell, 2-3 This Manual Assumptions Made About You, 1-9 Benefits of, 1-9 Conventions Used Throughout, 1-11 Organization, 1-9 Other Sources of Information, 1-13 Tool Bar, 2-8 Understanding the Columns on the VDL, 2-10 Unit Dose Medications Adding Comments to a Patient's Medication Record, 3-43 Administering a Medication Early, 3-37 Administering a Medication Late, 3-38 Administering a Multiple Dose Order, 3-27 Administering a PRN Order, 3-33 Administering an Order with Multiple Admin Times, 3-28 Administering an Order with Special Instructions, 3-29 Changing the Status of, 3-41 Closing a Patient Record, 3-54

U (cont.) Unit Dose Medications (cont.) Defined, 3-9 Looking up a Drug IEN Code, 3-46 Marking a Patch as Removed, 3-32 Marking Multiple Medications on the VDL, 3-39 Opening a Patient Record, 3-51 Recording the Effectiveness of a PRN Medication, 3-35 Scanning and Verifying Medication Information, 3-21 Scanning and Verifying Patient Information, 3-14 Schedule Types That You Can Administer, 3-3 Signing on to BCMA V. 2.0, 3-9 Specifying the Injection Site for the Medication, 3-31 Specifying the Medication Quantity and Units Given, 3-30 Submitting a Missing Dose Request, 3-48 Working with Patient Records, 3-51 Using the CPRS Med Order Button, 6-1 Accepting an Administered IV Order, 6-10 Accepting an Administered Unit Dose Order, 6-9 Enabling the CPRS Med Order Button Functionality, 6-4 How the CPRS Med Order Button Works, 6-3 Ordering and Documenting STAT or NOW Orders, 6-6 Processes Completed By Each Application, 6-13 Providing a Link to CPRS, 6-3 Reviewing and Signing STAT or NOW Orders, 6-11 Scanning and Verifying Medication Information for IV Bags, 5-12 Verifying the Documentation Process, 6-3 Workflow Chart for CPRS Med Order Button, 6-5 Using This Manual Assumptions Made About You, 1-9 Benefits of, 1-9 Conventions Used Throughout, 1-11 Organization, 1-9 Other Sources of Information, 1-13 Windows Terminology Used Throughout, 1-12 V Validating IV Bags with Unique Identifier Number, 5-11 IVP/IVPB Medications, 4-8 Unit Dose Medications, 3-7 Ward Stock Items, 5-21

V (cont.)

VDL

A Look at, 2-3

Accessing Features and Options, 2-8

Columns, Defined, 2-10

Features, 2-5

Get Acquainted with, 2-8

In a Nutshell, 2-3

Menu Bar, 2-8

Refreshing the VDL, 2-15

Resizing the Columns on the VDL, 2-14

Sorting the Contents of a Column, 2-13

Toolbar, 2-8

View Menu and Related Shortcut Keys, 1-8

Viewing and Printing BCMA Reports

Administration Times Report, 7-28

Allergy and ADR Information, 7-6

Demographics Data, 7-4

Due List Report, 7-11

Enhancements to Report Printing, 7-3

MAH Report, 7-19

Medication History Report, 7-31

Medication Log Report, 7-16

Missed Medications Report, 7-22

Order from Inpatient Medications, 7-8

PRN Effectiveness List Report, 7-25

Viewing Future Orders, Benefits of, 1-8

Virtual Due List (VDL)

A Look at, 2-3

Accessing Features and Options, 2-8

Columns, Defined, 2-10

Features, 2-5

Get Acquainted with, 2-8

In a Nutshell, 2-3

Menu Bar, 2-8

Refreshing the VDL, 2-15

Resizing the Columns on the VDL, 2-14

Sorting the Contents of a Column, 2-13

Toolbar, 2-8

W

Ward Stock Items
Administering, 5-21
Changing the Status of, 5-24
How BCMA Validates, 5-21
Scanning and Verifying Medication Information, 5-21
Windows Terminology Used in This Manual, 1-12
Workflow Chart for CPRS Med Order Button, 6-5
Working with Patient Records
IV Medications, 5-37
IVP/IVPB Medications, 4-52
Unit Dose Medications, 3-51